Deutsche Post DHL (DPDHL) Group is the world’s leading logistics company. The Group connects people and markets and is an enabler of global trade. It aspires to be the first choice for customers, employees and investors worldwide. Deutsche Post DHL Group is the world’s leading logistics company. The Group connects people and markets and is an enabler of global trade. It aspires to be the first choice for customers, employees and investors worldwide.

We are fully aware of our responsibilities because of our activities thus, we have given ourselves a strict set of ethical standards to guide us in our business practices.

We expect all of our suppliers, including subcontractors, i.e. all companies who do business with any company or division of DPDHL Group, to adhere to the same ethical standards. For this purpose, DPDHL Group has produced this Supplier Code of Conduct (SCoC), which sets the minimum standards for doing business with any Group company or Business Unit.

The supplier shall comply with all laws applicable to its business. The supplier shall support the principles of the United Nations Global Compact, the UN Universal Declaration of Human Rights, the UN Principles on Business and Human Rights, the OECD Guidelines for Multinational Enterprises as well as the 1998 International Labor Organization Declaration on Fundamental Principles and Rights at Work, in accordance with national laws and practice. This especially applies to:

**LAWS AND ETHICAL STANDARDS.**

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**KAUUT ET W NATIPEI MAHAPONDA**

आपूर्तिकर्ताओं एवं नैतिक मापदंड

आपूर्तिकर्ताओं अपने व्यवसाय पर लागू, सभी कानूनों का अनुपालन करें। आपूर्तिकर्ताओं अपने कार्यों में, राष्ट्रीय कानूनों और व्यवहार के अनुसार, संयुक्त राष्ट्र विश्वस्तरीय समझौता, संयुक्त राष्ट्र वैश्विक मानवाधिकार अधियोजन, संयुक्त राष्ट्र व्यापार के तत्व और मानवाधिकार, बहुराष्ट्रीय उद्यमों के लिए OECD देशसीटियर्स और साथ ही मैटिक सिद्धांत और अधिकार के लिए 1998 के अंतर्राष्ट्रीय राष्ट्र समझौते का समर्थन करें। यह विशेष रूप से लागू होता है:

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CHILD LABOR

The supplier shall not employ children under the legal age of employment in any country or local jurisdiction. The supplier shall apply a minimum working age of 15 years, even where local legislation permits younger children to be employed. Workers under the age of 18 shall only perform work in accordance with legal requirements of their country of employment (e.g. with regards to working time and working conditions) and subject to any requirement regarding education or training.

FORCED LABOR

The supplier shall not use any form of forced, bonded, compulsory labor or modern forms of slavery. All labor must be voluntary. Workers must be allowed to maintain control over their identification documents (e.g. passports, work permits or any other personal legal documents). The supplier shall ensure that workers do not pay fees or make any payment connected to obtaining employment throughout the hiring process and the employment period. The supplier shall be responsible for payment of all fees and expenses (e.g. licenses and levies) relating to workers, where legally required.

Disciplinary policies and procedures shall be clearly defined and communicated to the workers.

MISHANDLING AND FAIR LABOR PRACTICES

The supplier shall not employ children under the legal age of employment in any country or local jurisdiction. The supplier shall apply a minimum working age of 15 years, even where local legislation permits younger children to be employed. Workers under the age of 18 shall only perform work in accordance with legal requirements of their country of employment (e.g. with regards to working time and working conditions) and subject to any requirement regarding education or training.

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Disciplinary policies and procedures shall be clearly defined and communicated to the workers.
COMPENSATION AND WORKING HOURS
The supplier shall comply with all applicable local laws and mandatory industry standards regarding working hours, including overtime, rest breaks and paid vacation.

The supplier shall compensate its workers in accordance with local minimum wage legislation and terms of applicable collective bargaining agreements as well as with industry standards. The supplier shall pay workers in a timely manner and clearly convey the basis on which workers are being paid (i.e. receive employment documents in a language they understand). Deductions from wages as a disciplinary measure shall not be allowed, if not legally permitted.

HEALTH & SAFETY
We expect our suppliers to strive to implement the standards of occupational health and safety at a high level by applying a health and safety management approach appropriate for the business.

The supplier shall comply with applicable occupational health and safety regulations and provide a work environment that is safe and conducive to good health e.g. drinking water, in order to preserve the safety and health of employees, safeguard third parties and prevent accidents, injuries and work-related illnesses. This includes regular workplace risk assessments and the implementation of adequate hazard control and precautionary measures, including the provision of appropriate Personal Protective Equipment (PPE). Employees are to be adequately educated and trained in health and safety issues in a language they understand.
DATA PROTECTION, INFORMATION SECURITY, AND DISCLOSURE OF INFORMATION

The supplier shall adhere to applicable data protection laws, including security of personal data, as well as to respective regulation, e.g. GDPR, in particular with regard to personal data of customers, consumers, employees and shareholders. The supplier shall comply with all said requirements when personal data is collected, recorded, hosted, processed, transmitted, used or erased.

The information security requirements applicable to suppliers with regards to any data entrusted to their control during and after their engagement with DPDHL Group are based on international standards, such as the Code of Practice for Information Security Management. Suppliers should take account of the need to protect the confidentiality, integrity and availability of information. At all times the required level of information security and control to be ensured by suppliers must be commensurate with the sensitivity, value and criticality of the information being processed throughout the lifecycle of the information.

The supplier shall safeguard and make only appropriate use of confidential information. The supplier shall comply with any contractual requirements on data protection and information security and shall not disclose any information that is not known to the general public.

BRIBERY AND CORRUPTION

The supplier shall comply with all applicable national and international anti-corruption laws and regulations. The supplier shall not (neither directly nor indirectly) offer, provide or accept anything of value to improperly influence an official act or to secure an improper advantage in order to obtain or retain business. This includes so-called facilitation payments or other benefits provided to public officials for routine non-discretionary actions.

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TRADE REGULATION
The supplier shall comply with all applicable export control, sanctions and customs laws and regulations, including Prohibitions & Restrictions ("Trade Laws"). The supplier in particular ensures that the supplier, its beneficial owner(s), all its agents and any other subcontractors used by the supplier are not listed on any applicable Denied Party sanctions lists.

CONFLICTS OF INTEREST

A conflict of interest is any personal or financial interest, any business or personal activity or relationship, prior or current

FREE COMPETITION

The supplier shall comply with applicable competition and anti-trust laws.

MONEY LAUNDERING & FINANCIAL RECORDS

The supplier shall comply with applicable laws and regulations designed to combat money laundering activities. The supplier shall maintain financial records and reports according to applicable laws and regulations.

CONFLICTS OF INTEREST

A conflict of interest is any personal or financial interest, any business or personal activity or relationship, prior or current employment, or any obligation that may interfere with the ability to objectively perform job duties and responsibilities or impair independence and objectivity. Such conflict of interest situations include critical relationships such as a relationship by blood or marriage, partnership, participation or an investment in business partners or competitors. The supplier shall immediately disclose any actual or potential conflict of interest related to its activities with DPDHL Group.

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ENVOIRONMENT

The supplier shall comply with all applicable environmental laws, regulations and standards as well as implement an effective system to identify and eliminate potential hazards to the environment.

We expect our suppliers to strive to support DPDHL Group’s environmental and climate protection commitments through the products and services they deliver, which should be done efficiently by taking the environmental impact into consideration.

DPDHL Group also expects its suppliers to report relevant data on environmental and climate protection upon request.

We expect our suppliers to take environmental and climate protection appropriately into account in their own operations, for example, by setting climate protection goals for themselves and achieving them.

CONFLICT MINERALS

The supplier shall comply with all applicable laws and resulting due diligence obligations with respect to the sourcing of minerals and materials from conflict affected regions and high-risk areas, which may contribute to human rights abuses, corruption, the financing of armed groups or similar negative effects.

COMMUNITY OUTREACH

DPDHL Group encourages suppliers to give back to their local communities and engage in initiatives and activities that reflect the UN Sustainable Development Goals.

BUSINESS CONTINUITY PLANNING

The supplier shall be prepared for any disruptions of its business (e.g. natural disasters, terrorism, supply chain disruptions, communicable disease outbreaks – epidemics or pandemics, information security issues, cyber-attacks).

This preparedness includes business continuity plans that protect both employees as well as the environment from the effects of possible serious disruptions that may arise within the domain of operations.
BUSINESS PARTNER DIALOGUE

The supplier shall implement equivalent standards e.g. ethical standards, to the ones laid out in this SCoC for their own suppliers, as part of fulfilling their contractual obligations.

परस्पर सम्मान और कर्त्तव्य

सभी आपूर्तिकारों को DPDHL Group के कर्मचारियों के साथ सम्मान और सद्भाव के साथ कार्य करने और बातचीत बातचीत करना आवश्यक है।

आपूर्तिकार को संपत्ति और सीधे गए उपकरणों के उपयोग में उचित देखभाल इस प्रकार करना है, जैसे कि कंपनियों के अनुसार हो।

DPDHL Group द्वारक मार्क या ब्रांड को ले जाने वाली संपत्ति या सामग्री का उपयोग करने समय, सभी आपूर्तिकार विशेष देखभाल करने के लिए, उन्हें ब्रांड या ट्रेडमार्क वाली सामग्री या उपकरण के किसी भी अनाधिकृत उपयोग से बचना है। इसे DPDHL Group के ब्रांडेड या ट्रेडमार्क वाली सामग्री या उपकरण का दुरुपयोग माना जाता है, यद्यपि तो कानूनी मात्र का आमास हो तो भी।

RESPECT AND DUTY OF CARE

All Suppliers are required to act and interact with respect and in good faith with employees of DPDHL Group.

Suppliers are to exercise due care in the use of property and equipment entrusted to them, as if the property is their own.

When using property or materials that carry a DPDHL Group trademark or brand, all suppliers shall exercise particular care as any of their actions or activities may be associated with DPDHL Group. Any unauthorized use of branded or trademarked materials or equipment is to be avoided. It is considered a misuse of DPDHL Group branded or trademarked materials and equipment if even an appearance of impropriety can be inferred.

आपूर्तिकारों आचार संहिता का अनुपलन

DPDHL Group के खिलाफ इस आपूर्तिकारों आचार संहिता (SCoC) की आवश्यकताओं के अनुपलन की जाँच करने का अधिकार सुरक्षित है, उदाहरण के लिए DPDHL Group इसकी जाँच या तो स्वस्थ्य अधिकार के जरीये बढ़ा कर सकता है, या किसी तीसरे पक्ष द्वारा इसका उल्लंघन कर सकता है। आपूर्तिकार निरंतर सुधार के लिए ध्वस्त करेगा, जैसे कि पर्यावरण पर आसाएं दल का लक्ष निर्धारित करना, काम करने की स्थिति या विविधता, और स्थिति के लिए प्रगति पर रिपोर्ट करना। यदि एक उल्लंघन की आवश्यकता हो तो, आपूर्तिकार एक घटना रिपोर्ट बनाएगा और एक सुधारात्मक कार्यान्वयन योजना पेश करेगा।

इस आपूर्तिकार आचार संहिता में निर्धारित नियम और शर्त DPDHL Group के मूल्यों और उसके गाढ़ों, हम जिन समुदायों की सेवा करते हैं, और पर्यावरण की सुरक्षा के लिए प्रतिबद्धता को दर्शाते हैं। इसलिए, इन नियमों और शर्तों के किसी भी उल्लंघन के लिए आपूर्तिकारों द्वारा आपूर्तिकारों आचार संहिता के निर्धारित नियमों और शर्तों के उल्लंघन तथा सुधारात्मक कार्यान्वयन में किसी भी प्रकार की विफलता की स्थिति में, DPDHL Group किसी भी अन्य संविदालक उपायों को संरक्षित रखने हेतु, आपूर्तिकार के साथ अपने वाणिज्य संबंधों को निरस्त करने पर विचार कर सकता है।

COMPLIANCE WITH THE SUPPLIER CODE OF CONDUCT

DPDHL Group reserves the right to check compliance with the requirements of this SCoC, for example through self-assessments and audits either by DPDHL Group or a third party. The supplier shall strive for continuous improvement, such as setting measurable targets on the environment, working conditions or diversity, and reporting on progress for sustainability. In case a breach is identified, the supplier shall create an incident report and present a corrective action plan.

The terms and conditions set forth in this Supplier Code of Conduct reflect DPDHL Group’s values and commitment to its customers, the communities which we serve and the protection of the environment. Therefore, any breach of these terms and conditions must be cured. Without prejudice to any other contractual remedies DPDHL may be entitled to, any failure to cure such a breach immediately will cause DPHL Group to consider ending the commercial relationship.
REPORTING IRREGULARITIES

DPDHL Group encourages anyone who wishes to report any violations from what is outlined in this SCoC to write an e-mail to procurement-governance@dpdhl.com.

In case you wish to report suspected breaches of law, you can contact the Compliance Management of DPDHL Group via https://www.dpdhl.com/en/about-us/code-of-conduct/compliance-management/compliance-contact.html

CONTINUOUS IMPROVEMENT

The supplier shall feel encouraged to proactively approach DPDHL Group with innovative ideas which contribute to further social, economic or environmental improvement. DPDHL Group values the open exchange of new ideas and is willing to explore new opportunities jointly with suppliers.